

## **Artistic Nails & Beauty Academy**

**4951 Adamo Drive Tampa, Fl. 33605**

**985 East Memorial Blvd. Lakeland, Fl. 33801**

### **ANNUAL SECURITY REPORT**

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations.

#### **Procedures for reporting crimes and other emergencies occurring on campus and the policies for the school's response to these reports:**

All students and employees are advised to report any criminal activity or emergency immediately by calling 9-1-1 or the Hillsborough county sheriff at 813-247-8000 or in Lakeland at 863-298-6200. The individual reporting the crime should also report the crime to the Director and the Title IX coordinators:

- Tampa Campus: Corinne Pixton
- Lakeland Campus: Shelley Phipps

Any student or staff member may report crimes on a voluntary, confidential basis to the Director. This information will be included in the annual disclosure of crime statistics.

It is important that any evidence of the crime being reported is preserved. An Incident Report will be completed by the witness(es) of the crime and Artistic Nails & Beauty Academy, Inc. will assist law enforcement in the investigation of any crimes reported on campus. If a student or staff member is convicted of a crime on campus it will be considered grounds for termination of enrollment or employment.

All crimes referenced under **Crime Statistics** below and committed on campus will be posted on the school bulletin board within one day of the crime. The school will provide appropriate professional counseling for students and staff should there be a crime on campus.

#### **Security of and access to all campus facilities:**

Employee and student access at both campuses is through the main entrance of the school. All other doors are for emergency use only and cannot be opened from the outside. There is a complete alarm system at both campuses with all doors alarmed. The alarm pad is equipped with a panic alarm button as well as panic buttons that certain employees have.

#### **Campus law enforcement:**

Neither campus is of size to require a campus law enforcement force. Students are advised to report all criminal activities immediately to a local law enforcement agency and the appropriate school official.

#### **Programs designed to inform students about campus security:**

Students are informed during Orientation of the campus security policies and procedures. Staff and students are encouraged to park in well-lit areas of the parking lot and never be alone when entering or exiting the schools during non-daylight hours. Students are encouraged not to bring valuables to the school, however if necessary lockers are available for all students. Students are asked to be watchful for any suspicious behavior on campus and report it immediately to the appropriate staff member.

#### **Crime prevention programs:**

Various crime prevention and Crime Stopper brochures are available to all students and employees.

#### **Reporting of criminal activity by students at non-campus locations of student organizations officially recognized by the school:**

Artistic Nails & Beauty Academy, Inc. does not have any non-campus sanctioned activities.

## **Drug and Alcohol Policy:**

Artistic Nails & Beauty Academy, Inc. is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). The possession, use or sales of alcoholic beverages and/or illegal drugs are prohibited on campus at all times. All students and employees of the school must sign the Drug and Alcohol Policy upon enrollment or employment. The school will enforce all Federal and State drug laws and underage drinking laws.

All students and staff are educated on the legal consequences of drugs and alcohol and offered assistance through a local agency during their orientation. This information is given to the students for their records. The school also offers, 4 times per year, a drug and alcohol awareness course to all enrolled students.

## **Dating violence, domestic violence, sexual assault and stalking policy:**

Artistic Nails & Beauty Academy, Inc. makes educational and prevention material available to all students, as well as offer a list of resources to assist students that may be victims of these crimes.

Any student or employee that is a victim of any of these crimes is encouraged to call the Hillsborough County Sheriff's Office or the Lakeland Police Department immediately, however this is a decision of the student or staff member. The campus directors will assist the student/staff member in notifying law enforcement authorities if the victim chooses to do so. If the victim chooses not to notify the local law enforcement authorities the school will respect that decision. If the crime is committed on campus the student must notify the Title IX Coordinator:

- Tampa Campus: Corinne Pixton
- Lakeland Campus: Shelley Phipps

Any student or staff member may report crimes on a voluntary, confidential basis to the Director. This information will be included in the annual disclosure of crime statistics. All personal information will remain confidential and not included in any reporting.

It is important that any evidence of the crime being reported is preserved. An Incident Report will be completed by the witness(s) of the crime and Artistic Nails & Beauty Academy, Inc. will assist law enforcement in the investigation of any crimes reported on campus. If a student or staff member is convicted of a crime on-campus it will be considered grounds for termination of enrollment or employment.

The school will maintain the student's confidentiality regarding any accommodations or protective measures provided to the victim. The school will be responsible for adhering to any orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school. The school will make the necessary adjustment to ensure the safety of all students at all times.

The school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims within the community. A written notification to victims regarding available assistance, requesting changes to academic situations, working situations, or protective measures is also made available upon request.

## **Programs to prevent dating violence, domestic violence, sexual assault, and stalking:**

Artistic Nails & Beauty Academy, Inc. ensures all students and staff are made aware of the programs available to prevent dating violence, domestic violence, sexual assault, and stalking. This information is available on the school website. The school prohibits any of the following crimes: dating violence, domestic violence, sexual assault, and stalking. The result of any of these crimes can result in expulsion from school. Below are the definitions of each crime as described by the Florida State Law:

“Dating Violence” means violence between individuals who have had a continuing and significant relationship of a romantic nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months

2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between parties; and
3. The frequency and type of interactions between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

“Domestic Violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

“Sexual Assault” in the state of Florida is legally referred to as “Sexual Battery.” The legal definition is: any oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any object; however sexual battery does not include the act done for a bona fide medical purpose.

“Stalking” is defined as a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person.

According to Florida State Law the definition of “consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention requires the following steps:

1. Assess the situation. Ensure that all parties are safe, and gauge whether the situation requires calling the authorities. When deciding to intervene, your personal safety should be the #1 priority.

2. Decide whether to use direct or indirect action to resolve the problem.
3. Know your options. Once you’ve decided whether you want to handle the situation directly or indirectly, think of all the possible options for doing so. For instance, if you’ve decided to speak directly to the person displaying problematic behavior, do you want to do it right there in the moment, or take them aside later; if you want to deal with it indirectly, what resources can you access to help you handle the problem.
4. Intervene – with reinforcements. If safe to intervene, you’re likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

There are ways to reduce your risk of being a victim of dating violence, domestic violence, sexual assault, or stalking. Below are some ways to help reduce your risk from the “Rape, Abuse & Incest National Network.”

- Become familiar with safe places.
- Stay safe at home.
- Keep computer safety in mind.
- Create a code word with your family and friends to let them know that you need help.
- Trust your gut.
- Think of an escape route.

Also, there are ways to prevent a sexual assault for you or someone you know. Rape, Abuse & Incest National Network website posted a good friend knows how to C.A.R.E.

- C-create a distraction: do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- A-ask directly: talk directly to the person who might be in trouble.

- R-refer to an authority: Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation.
- E-enlist others: it can be intimidating to approach a situation alone, enlist another person to support you.

Artistic Nails & Beauty Academy will continue to ensure all students and staff are aware of this information. This information is presented to students and staff during orientation and is available on the website.

### **Sexual offender data location:**

In compliance with the Adam Walsh Child Protection and Safety Act of 2006, the State of Florida provides a list of registered sexual offenders that is made available to the public. This information may be obtained at: <http://offender.fdle.state.fl.us/offender>

### **Investigation Procedures**

Any students that is a victim of dating violence, domestic violence, sexual assault, or stalking must report this information to the Title IX Coordinator in writing.

- Tampa Campus: Corinne Pixton
- Lakeland Campus: Shelley Phipps

The Title IX Coordinators have received training from experts in this field on how to properly handle situations that may arise. Within 48 hours of receiving the complaint the Title IX Coordinator will meet with the complainant and receive all the necessary information from their statement as well as any evidence the complainant may have. The next step is meeting with the accused and getting a written statement regarding the situation. If there are any witnesses to this event the Title IX Coordinator will meet with them to obtain written statements regarding the alleged event.

Once the Title IX Coordinator has all the necessary information a written notice will be sent to the complainant, respondent, and any witness regarding the investigation and the process going forward. The Title IX Coordinator will create a detailed report detailing the information received

during the initial interviews. In the report the names and any identifying information of any witnesses will be removed for privacy purposes.

Once this detailed report is complete the respondent and complainant will have the opportunity to review the report and any corresponding evidence. This review will take place in front of the Title IX Coordinator to ensure a reasonable review by each has been completed.

### **Hearing Procedures**

After both parties have reviewed the detailed report the Title IX Coordinator will host a meeting with the Title IX Coordinator from the other campus as well as one additional administrative member of the campus. The Title IX Coordinator will inform the complainant, the respondent, and any necessary witnesses of the hearing five business days prior to the scheduled hearing. Each person on the panel will receive annual training to ensure they are properly prepared to deal with the nature of these crimes.

During the hearing the panel will be given the opportunity to hear the sides of all parties at the hearing. The Title IX Coordinator will monitor to ensure proper time is allotted for each party to speak. The hearing will be recorded and the recording will be maintained at the Corporate Office as evidence regarding the hearing and as proof for any decisions made.

Upon completion of the hearing the panel will have ten business days to render a decision. The panel must be convinced, based on the information received, the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible – based on a majority vote.

### **Sanctions**

Based on determination of the panel the following sanctions may be imposed on a student determined to have violated the policy:

- Verbal Warning
- Change the respondent's academic schedule

- Disciplinary probation
- Restricted access to Artistic Nails & Beauty Academy
- Dismissal from Artistic Nails & Beauty Academy
- Suspension
- Expulsion

The respondent and the complainant will both receive written notification of the final decision from the panel after the hearing.

### **Protection Procedures**

There are a range of protective measures that may be taken by the school to ensure safety of the victim, these may be applied during the investigation period and continue after the resolution of the hearing.

- Changing the complainant's academic schedule
- Providing an escort for the complainant
- Offer a leave of absence to allow for counseling or other necessary measures
- Allow the complainant to withdraw and re-enroll at a later time without penalty.

### **Appeal Process**

After receiving the written notification of the final decision of the panel either the respondent or the complainant, or both, may appeal the decision. The following is the process for an appeal.

### **Crime Statistics Reporting Table**

Grounds for appeal are as follows:

- A procedural error affecting the determination or sanction;
- Excessiveness or insufficiency of the sanction; and
- New information that was not available at the time of the original investigation or hearing that may change the outcome..

In order to initiate an appeal it must be submitted in writing to the President, Robert Rosenberg. The written notice must be submitted within five days of receiving the written notice of the final decision.

Once the President has received the written notice he will notify the Title IX Coordinator who will notify the other student in writing that an appeal has been requested.

The non-appealing student is able to submit a written response to the President within five days of receiving notice of the appeal. After five days have passed, the President will review the information to determine if a change or re-hearing is warranted based on the new information.

### **Missing student notification policy:**

Artistic Nails & Beauty Academy, Inc. does not have on-campus residential student housing and therefore does not have a missing student notification policy.

Offense	Year	TAMPA Campus	LAKELAND Campus	Public Property
Murder/Non-negligent Manslaughter/Negligent Manslaughter	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Sex Offenses, Forcible	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Sex Offenses, Non-Forcible	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Robbery	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Aggravated Assault	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Burglary	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Arson	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Arrests:	2018	0	0	0
Weapons, Drug Abuse Violations, Liquor Law Violations	2017	0	0	0
	2016	0	0	0
Disciplinary Referrals:	2018	0	0	0
Weapons, Drug Abuse Violations, Liquor Law Violations	2017	0	0	0
	2016	0	0	0

**Emergency Response/Evacuation Policy:**

In the event of an emergency or dangerous situation involving an immediate threat to the health and/or safety of the students and employees the Emergency Notification System will be activated immediately. This system is the same for both campuses and will consist of immediate notification on the PA system of the emergency, using the Emergency Code System. In the announcement all students and employees will be given specific instructions to ensure their protection. Should the emergency require

additional information to be provided to the students and employees the Director at the campus will direct the appropriate staff personnel to provide the additional information in a written document.

If the threat should result in closure of the school a notice will be posted on the campus door, a message will be placed on the campus school voicemail system, and a message will be placed on Facebook. The school voicemail system will be the primary method of notification of any threat resulting in the closing of the campus and for

information regarding the re-opening of the school. The school Facebook page will be utilized in addition to the voicemail system for providing information on emergency procedures.

**Emergency Code System:**

In the event of an emergency or required evacuation the following Emergency Code System has been developed to assist in the orderly response to situations that may arise during the school business hours. The code will be announced over the PA system, students and employees are all required to follow the appropriate response to the code being announced. All codes will be announced using the code name and the specific location in the building.

<b>Code Name</b>	<b>Code Meaning</b>
Code Red	Medical emergency that requires the assistance of Emergency Medical Services
Code Yellow	Fire or smoke emergency that requires immediate evacuation of the building
Code Blue	Fire Arm threat or burglary emergency that requires evacuation or lock down of the current location
Code Green	Hazardous weather emergency that requires either school lock down or early dismissal depending on the weather hazard.

In the event of an emergency happening on campus the instructor/employee responsible for that area must call campus administration immediately. The campus administration will then report the emergency code over the PA system and all staff and students will respond accordingly.

Once an emergency code has been called all staff/ students/clients/witnesses/etc. must complete an incident report as applicable once the code has been lifted. These incident reports will be submitted to the Campus Director.